College Planning Council Meeting Minutes
February 21, 2014

Present:
Theresa Alward
Patti DePlasco
Dan Ehmann
Martha Hofstetter
Daniel Larson
Christy Moriarty
Peg Prouse
Debbie St. Jean
Jacquita Wright-Henderson
Barbara Weatherly

Not Present:
Janelle Boyer
Eddie Cunningham
Maribeth Dockety
Cornelia Johnson
Kim Joyce
Rick Kralevich
Paul Morris
Bill Morrow
Lisa Peel
Jennifer Pires
Beth Rodier
Judi Sciple
Kathy Vezmar
Tammy Watkins
Darlene Winnington
Bill Wood

1. Review of October 11, 2013 Minutes
The October 11, 2013, minutes were approved prior to the meeting through email. Ms. St. Jean asked for any attendance changes to be emailed to Melissa Anderson.

2. Middle States Update
Ms. Debbie St. Jean shared an update on behalf of Dr. Judi Sciple. Dr. Sciple heard from Dr. Ellie Fogerty that our application for single accreditation has completed two of the three stages for approval. These first two stages included review by an independent evaluator and then review by a Middle States Commissioner; both recommended for approval. Dr. Fogerty said "both were impressed by the application and no further information is needed at this time." They also were very supportive of our effective date of July 1, 2015. The final step is for the request to go to the full Middle States Commission for approval on March 6, when official action will be taken. Once we get approval, Dr. Sciple plans to present at campus updates to share what this means for the College, how things will change, etc.

3. FY 13-15 College Plan FY 15 Update-draft
The College Plan FY 15 Update is posted on the College Planning Organization. Ms. St. Jean requested College Planning Council Members review the draft, including other matrix areas’ goals and objectives, to become aware of the objectives. Ms. St. Jean suggested the Council search for areas that have an impact on their own matrix area and find opportunities to collaborate and assist. She requested members carefully review page 3 of the FY 15 College Plan, which contains a chart of matrix area collaboration. Ms. St. Jean requested all feedback be submitted to her by Friday, February 28.
4. FY 14 Planning Due Dates
The College Planning Council calendar and planning timeline were revised due to inclement weather. The College Plan FY 15 update will be entered into the Planning Database by February 28 for the campuses to link to their campus plans. Ms. St. Jean reminded the Council that campus goals and objectives were due March 28 to be entered in the Planning Database by April 1. Work on College Plan Achievements will begin in March and will be due to the Vice Presidents by May 2 and to Ms. St. Jean on June 2. Ms. St. Jean reminded the Council that some college-level matrix areas may need to prepare their achievement statements earlier than May in preparation for College budget hearings. Campus Achievement Reports are due June 2 in the database. College Planners are reminded that College Agenda Achievements are due to Ms. St. Jean by June 2.

5. College Planning Council Mission and Accountabilities Task Force Recommendations
Dr. Martha Hofstetter presented the College Planning Council Mission and Accountabilities Task Force recommendations. Dr. Hofstetter led the task force which includes Ms. Beth Rodier, Ms. Janelle Boyer, and Ms. Theresa Alward. The task force began by working with Ms. St. Jean to review the current College Planning Council mission and accountabilities. The Task Force then investigated other colleges and universities to review their planning council materials. Additionally, they reviewed the Middle States Commission on Higher Education (MSCHE) standards, along with the Society for College and University Planning (SCUP) resources. The Task Force revised the CPC Mission and Accountabilities based on their best practice research. The Council provided the Task Force with some additional feedback. Dr. Hofstetter and the Mission and Accountabilities Task Force will review the feedback and present the final draft at the next meeting in April. Ms. St. Jean thanked the Task Force for the tremendous amount of work done on the revision.

Dr. Jacquita Wright-Henderson led the Mission and Vision Renewal Process Task Force that included members Dr. Maribeth Dockerty, Ms. Cornelia Johnson, Mr. Dan Larson, and Dr. Peg Prouse. The Task Force reviewed the process and recommended that we continue to use the process developed in 2008 and 2009, during the last renewal cycle under Ms. St. Jean’s leadership. The titles and dates were updated to reflect our current structure. The FY 15 renewal process will also include an opportunity to review and revise the Mission Goals, Critical Effectiveness Indicators, and long list of Intended Outcomes. Council members provided feedback on the Mission and Vision Renewal Process. The Task Force will review the feedback and present the final process during the next College Planning Council meeting. Ms. St. Jean thanked the Task Force for their hard work on this extensive project.

7. Campus Planning Council Updates by Campus Planners
Dr. Wright-Henderson provided an update for the Stanton/Wilmington Campus Planning Council. The Stanton/Wilmington Campus Planning Council developed two surveys for their FY 14 Planning ESOA Assessment that will be administered via Survey Monkey to determine the 2013 Self-Study Working Groups process and recommendations for improvement. The Stanton/Wilmington Planning Council was sent the revised draft of the MSCHE Standards electronically for comment. They reviewed the recommendations and discussed their response to the changes at meetings on January 23 and January 24, 2014. The feedback was provided to MSCHE within the appropriate time frame. Additionally, Dr. Wright-Henderson
began the first steps in the process of conducting a formal assessment of the Stanton/Wilmington Campus governance structure, including the Faculty and Staff Senates, to gauge the perceptions of faculty, staff, and students regarding the effectiveness of decisions that directly impact them. The Stanton/Wilmington Vice President and Campus Director approved the January – June 2014 timeline, which includes completion of a status report due in June 2014. The Stanton/Wilmington Planning Council will meet on Friday, February 28. Dr. Wright-Henderson has reminded the deans and directors to begin entering their achievements in the planning database.

Dr. Hofstetter provided an update for the Terry Campus Planning Council. The Terry Campus Planning Council will meet on Monday, February 24 and she will report the items presented at the College Planning Council meeting.

Ms. St. Jean expressed her appreciation to those members who were able to adjust their schedules to attend the rescheduled meeting. Ms. St. Jean requested feedback and comments about the FY 15 College Plan Goals & Objectives to be sent by February 28. Additionally, she asked to be copied on any further feedback provided to the task forces. She will send the task force documents to the College Planning Council to be reviewed by the members who were not able to attend.

Meeting adjourned at 2:45 pm.
The next meeting will be held on April 11, 2014: 1:30-3:30 in the Distance Learning Classrooms.